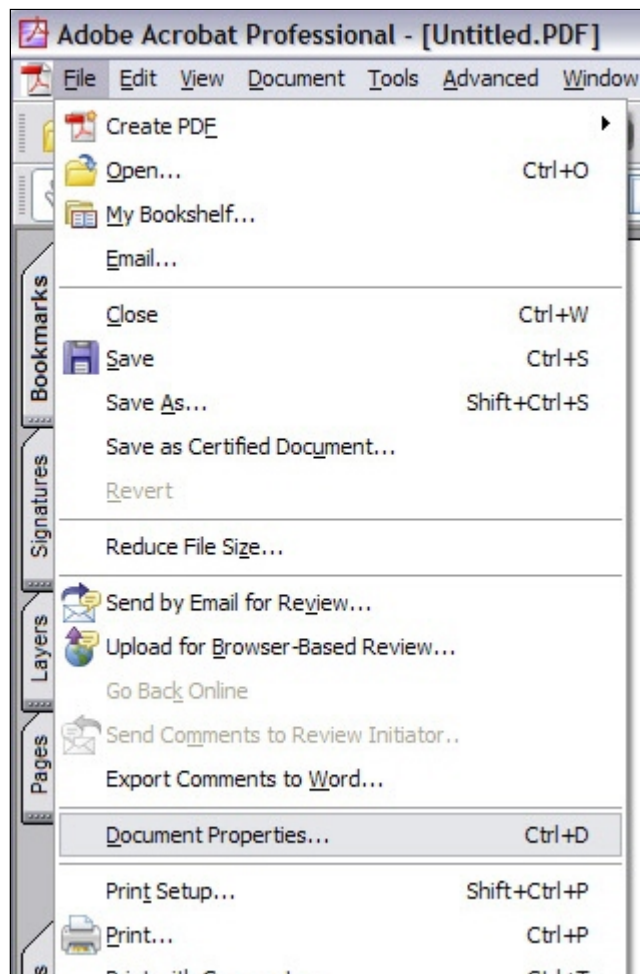# Acrobat 6 - Checking Document Properties

The following instructions are for use with the Adobe Acrobat 6. This being the newest version of Acrobat available, many questions have arisen about the backward compatibility with versions 4 and 5. If you are using another .pdf generating software or a different version of Adobe Acrobat, please refer to the appropriate documentation or web site for detailed information they may have provided on this topic.

It is important to view the documents properties to insure backward compatibility. The steps that follow illustrate how. At the very minimum, the document properties should show backward compatibility with Acrobat 5 - this will display as **1.4(Acrobat 5.x)** but we recommend setting to Acrobat 4 - this will display as **1.3 (Acrobat 4.x)**, see screen shots below.

STEP 1 - After opening the document, click on **File** on the toolbar and choose **Document Properties**.

STEP 2 - The DOCUMENT PROPERTIES screen displays.

- Choose **Description** from the list on the left.
- Insure that under the PDF Information section it shows PDF Version compatibility to 1.3 (Acrobat 4.x).
- Click the **[OK]** button.

NOTE: If PDF Information is not correct, refer to the applicable tips until the document is fixed. 1-Creating PDF by Direct Scan, 2-Printing to PDF Writer (from within another application), or 3-Printing to PDF Distiller.